

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.
1717

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Agency
MOTOR VEHICLE ADMINISTRATION

Division/Unit
Insurance Compliance Division

Item No.	Description	Retention
	<i>Supersedes Schedule Number 1016</i>	
1.	<p><u>FR-13 MASTER FILE</u></p> <p>Numerically arranged file boxes containing FR-13 forms, Insurance Cancellation notices and miscellaneous forms presented as compliance to vehicle registration suspension. Also contains safety equipment repair orders and documents from AAD and Driver Control together with evidence of continuous coverage presented to close same.</p>	Retain paper files for three years and then microfilm. When microfilmed, destroy paper file. Destroy microfilm after 50 years.
2.	<p><u>CIPS CASES</u></p> <p>CIPS cases are created from FR-13 forms that are generated from insurance cancellation notices. They are originally in card form. They are also displayed in the IBM Mainframe where they are processed.</p>	Retain FR-13's in card form until microfilmed, then destroy cards. Destroy microfilm after 50 years.
3.	<p><u>INSURANCE CANCELLATION SUSPENSION FILES</u></p> <p>Numerically arranged cases folders containing copies of vehicle registration suspension notices, copies of insurance cancellation notices (FR-13's) and other miscellaneous forms.</p>	Retain until file is closed, then destroy.

Schedule Approved by Department,
Agency,
Or Division Representative

Date

8/30/00

Signature

Robert D. Dodson

Typed Name

Robert D Dodson

Title

Division Manager

Schedule Authorized by State Archivist

Date SEP 28 2000

Signature

Edward C. Papenfuss

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Item No.	Description	Retention
4.	<u>CLOSED ALPHA FILE</u> Alphabetically arranged closed case folders containing copies of vehicle registration suspension notices and copies of insurance cancellation notices and other miscellaneous forms presented as compliance. In addition, safety equipment repair orders and documents from AAD and Driver Control are placed in this file when closed.	Retain for three years from closing date and then destroy.
5.	<u>FINANCIAL RESPONSIBILITY CASES</u> Numerically arranged case folders containing accident reports, copies of suspension notices and other forms related to accidents.	Retain for three years after the case is closed and then destroy.
6.	<u>HOLDING FILE - CURRENT</u> These are the open files in which penalties have been assessed and customers are currently making payments to satisfy those penalties.	Retain until closed. Then put into Master File, retain for three years, then destroy.
7.	<u>HOLDING FILE - DEFAULT</u> These are cases in which a payment schedule was arranged for the payment of penalties and the customer defaulted. A final request is made for payment in each case. Cases in which payment is received as requested are closed. Cases that payment is not received as requested are referred to the Central Collection Unit (CCU).	Retain until forwarded to CCU, then microfilm and destroy. Destroy microfilm after 50 years.
8.	<u>MAIF REJECTION FILE</u> Contents include notifications of insurance applicants rejected by the Maryland Automobile Insurance Fund, suspension notice and any other subsequent correspondence. Filed by soundex number of rejected party.	Put on microfiche and destroy. Destroy microfiche after 50 years.

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9.	<p><u>ACCIDENT REPORTS</u></p> <p>Accident reports for accidents, not investigated by law enforcement, filed chronologically by date of accident.</p>	<p>Retain for three years from date of final action, then destroy.</p>
10.	<p><u>JUDGEMENT CASES</u></p> <p>Case folders arranged numerically by assigned number containing motor vehicle accident judgements and related documents.</p>	<p>Put on microfiche and destroy. Retain microfiche for 50 years, then destroy.</p>
11.	<p><u>UNINSURED MOTORIST COMPLAINTS</u></p> <p>Contents include complaints against motorists suspected to be uninsured, notifications from insurers of insurance obtained and subsequently cancelled along with various miscellaneous forms.</p>	<p>Microfilm, then destroy. Retain microfilm for 50 years, then destroy.</p>
12.	<p><u>BANKRUPTCY CASES</u></p> <p>Bankruptcy cases are initiated when the division receives a copy of the petition. All bankruptcy cases are sent to CCU after the division receives the petitions, as assessed penalties are not dischargeable. When a Chapter 7 case is discharged, it is sent back to the Master File. In a Chapter 13 case, the case is dismissed after five years and then closed. In Chapter 13 cases in which the petitioners fail to comply with the requirements of the court, the cases are discharged and sent back to the Master File.</p>	<p>Retain all cases in paper form until closed. Send closed cases to Master File to be destroyed after three years</p>
13.	<p><u>REFUND CASES</u></p> <p>Case is originated when customer claims a refund is due. Case is investigated for validity. Original of a valid claim is forwarded to Accounting. Copy is attached to the case file.</p>	<p>File closed cases in Closed Master File.</p>

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14.	<u>BAD CHECK CASES</u> All Bad Check Cases that are in the division are referred to CCU. The division retains the open cases. (These are cases initiated prior to 1998. There are no cases subsequent to that date.)	Retain in original form until closed. Retain one year, then microfilm. Retain microfilm for 50 years, then destroy.
15.	<u>REGISTRATION SUSPENSION NOTICES (FR-24)</u> This form modifies or rescinds suspensions imposed by the Insurance Compliance Division.	Microfilm, then destroy. Retain microfilm for 50 years, then destroy.
16.	<u>POLICY, RULES, AND REGULATIONS</u> These are statements of policy, rules and regulations issued by the Maryland Department of Transportation, the Motor Vehicle Administration, and other state agencies relating to the administration of this division.	Retain until rescinded or superceded, then destroy.
17.	<u>ATTORNEY GENERAL OPINIONS</u> Legal opinions expressed in correspondence between MVA and the Office of the Attorney General pertaining to the functions of this office	Keep originals for 3 years. Microfilm. Send original to Archives.
18.	<u>CASHIER CLOSE-OUT REPORTS</u> A record of the day's division financial receipts. Original is included with the day's receipts which go to the Head Cashier.	Copy is retained for three years, then destroyed.

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19.	<p><u>AUDITORS' REPORTS</u></p> <p>These are reports by internal auditors concerning the financial management of this office.</p>	Retain for ten years then destroy.
20.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Correspondence to and from motorists, attorneys, etc., pertaining to motor vehicle laws affecting the Insurance Compliance Division.</p>	Retain for three years, then destroy.
21.	<p><u>INSURANCE COMPANY FILE</u></p> <p>Contents include copies of correspondence to and from insurance companies relating to the administration of the compulsory insurance law. File arrangement is alphabetical by name of insurance company.</p>	Retain for three years, then microfilm. Retain microfilm for 50 years, then destroy.
22.	<p><u>LEASE VEHICLES FILE</u></p> <p>Insurance policies and related correspondence concerning persons who rent or lease vehicles.</p>	Retain for three years from date of insurance policy expiration, then destroy.
23.	<p><u>SELF- INSURER FILE</u></p> <p>Contains applications of persons approved as having provided another form of security acceptable in lieu of the standard motor vehicle liability insurance policy. In addition, copies of self-insured financial statements, vehicle schedules and automobile surety bonds are maintained here.</p>	Retain for three years, then microfilm. Retain microfilm for 50 years, then destroy.

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24.	<u>TIME SHEETS</u> Yellow copies of time sheets are kept in this office.	Retain for five years, then destroy.
25.	<u>PERSONNEL FILES</u> This is a convenience file consisting of individual employee folders containing correspondence relating to personnel policies and practices, employee appraisals, copies of Retirement System forms, etc.	Retain for one year after separation from ICD, then destroy.
26.	<u>ADMINISTRATIVE CORRESPONDENCE</u> Letters, reports, memoranda, annual reports, budgets, and miscellaneous materials, which reflect the routine operations of the office, are maintained here.	Retain for three years, then destroy.
27.	<u>TAG RECOVERY SYSTEM RECORDS</u> Records concerning the recovery of tags or closing of cases through the efforts of the tag recovery independent contractor(s).	Retain paper copy one year, then destroy.

